



STATE PROCUREMENT OFFICE
NOTICE OF REQUEST TO AMEND AN EXEMPTION
FROM HRS CHAPTER 103D CONTRACT

12 MAR 30 A8:27
STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer
FROM: DBEDT/Hawaii Community Development Authority
Name of Requesting Department

Pursuant to HRS §103D-102(b)(4) and HAR section 3-120-5(d), the Department requests to amend an exempt contract as follows:

1. SPO-007, Exemption Reference (PE) Number: 11-049-B and 11-049-B Amend 1

2. Vendor/Contractor/Service Provider Name: Management Specialists Company

3. Describe the goods, services, or construction:

Property Management Services for the Na Lei Hulu Kupuna Housing Project.

4. Explain in detail what is being amended:

One-month extension of the existing property management services contract to April 30, 2012.

5. Amended contract price for this request: \$34,762.00

6. Explain in detail why the amendment(s) are necessary:

This one-month contract extension to April 30, 2012 is necessary to allow the HCDA to complete its ongoing Request For Proposals process which is currently in a protest period, and execute a new property management services contract. The Na Lei Hulu L.P. will not be able to execute a new property management services contract and transition the property management company into the project by April 1, 2012.

7. Identify the primary individual(s) who is knowledgeable about this request, who will conduct and manage this process, and has 1) completed mandatory training and 2) who may be contacted for follow up inquiry, if any.

(Type over "example" and delete cells not used.)

Department Personnel Name	Division/Agency	Phone Number	Email address
Anthony Ching	HCDA	594-0300	tony@hcdaweb.org
Chris Sadayasu	HCDA	594-0343	chris.j.sadayasu@hcdaweb.org

*All requirements/approvals and internal controls for this expenditure is the responsibility of the department.
I certify that the information provided is to the best of my knowledge, true and correct.*


Department Head Signature

3-29-12
Date

For Chief Procurement Officer Use Only

Date Notice Posted: 3/30/2012

Submit written objection to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from date notice posted to:

state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

Approval is granted for the period 04/01/12 to 04/30/12 or when a contract is executed, whichever is sooner. This approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply (i.e. vendor is required to be compliant on the Hawaii Compliance Express) and award is required to be posted on the Awards Reporting System.

If there are any questions, please contact Bonnie Kahakui at 587-4702, or bonnie.a.kahakui@hawaii.gov.

☒ Approved ☐ Disapproved ☐ No Action Required


Chief Procurement Officer

04/05/12
Date